

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
REQUEST FOR OFFER NO. 5-02948-352
ISSUED: 9/17/97 CLOSURES: 10/17/97

1. Solicitation type: ☐ Sealed Offer ☒ Negotiated ☒ BVS (Best Value Selection)

2. ISSUING OFFICE:
National Aeronautics and Space Administration
Procurement Office, Code 214.1
Goddard Space Flight Center
Greenbelt, MD 20771

3. SUBMIT OFFERS TO:
National Aeronautics and Space Administration
Goddard Space Flight Center
Attn: Code 213.2, Bldg. 17, Room S-142
Greenbelt, MD 20771

4. FOR INFORMATION CONTACT:
Gifford P. Moak, Code 214.1
Phone: 301-286-8237
Fax: 301-286-1779
E-mail/Internet: Gifford.P.Moak.1@gsfc.nasa.gov

5. **REQUIREMENT DESCRIPTION:**

Pre-Phase A Studies of Scientific Instrumentation Concepts for the Next Generation Space Telescope (NGST)

6. INSTRUCTIONS FOR OFFERORS:

SIC Code: 8731 Size Standard: 500 employees

TECHNICAL QUESTIONS MUST BE SUBMITTED NO LATER THAN Oct. 1, 1997.

- Offers shall be submitted on the attached model contract (**FIVE ORIGINAL SIGNATURES - fill in as indicated**).

- "Representations, Certifications and Other Statements of Offerors" shall be required from the successful offeror prior to award of the contract.

- The Offeror agrees if this offer is accepted within 120 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule (if other than 120 calendar days, offeror must specify the number of days in its offer).

CAUTION TO OFFERORS: READ CAREFULLY. THIS EVALUATION AND SELECTION PROCESS IS PART OF A PILOT PROGRAM TO TEST PROCEDURES FOR MIDRANGE PROCUREMENTS AND DIFFERS FROM THE STANDARD NASA EVALUATION AND SELECTION PROCESS.

7. **BACKGROUND**

The Office of Federal Procurement Policy has provided NASA the authority to conduct a pilot test of the new MidRange Procurement Procedures for certain contract actions.

8. COMPETITIVE NEGOTIATED PROCUREMENT USING QUALITATIVE CRITERIA

This procurement shall be conducted utilizing Best Value Selection (BVS), which seeks to select an offer based on the best combination of price and qualitative merit of the offers submitted and reduce the administrative burden on the offerors and the Government. BVS takes advantage of the lower complexity of MidRange procurements and predefines the value characteristics which will serve as the discriminators among offers.

BVS evaluation is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the offeror with the lowest evaluated price (fixed price contracts) or the Government-determined most probable cost (cost type contracts). However, the Government will consider awarding to an offeror with higher qualitative merit if the difference in price is commensurate with added value. Conversely, the Government will consider making award to an offeror whose offer has lower qualitative merit if the price (or cost) differential between it and other offers warrants doing so.

The specifications/statement of work included in the attached model contract serve as the Government's baseline requirements. The following value characteristics establish what the Government considers to be valuable in an offer. These value characteristics are performance based and permit selection of the offer which provides better results for a reasonable marginal increase in price. All offers will be judged against these value characteristics. Cost and qualitative merit will be considered equal in importance and will not be assigned weights. On those value characteristics the offeror chooses to provide, adequate information should be submitted to permit proper evaluation.

The following value characteristics are applicable to this procurement:

1 - Scientific Merit: Instrumentation concepts that extend the reference design instrument package (comprising an imager and spectrograph optimized for the 1-5 micron band, with possible extension to 0.5 - 30 microns) and their impact on the science obtainable by the NGST mission will add value. Concepts which are presented as alternatives to the NGST designs outlined in reference 1 will also add value based on their potential performance improvements, extensions, unique features, and their potential to enhance the science return of NGST.

2 - Technical Feasibility: Proposed designs will add value based on their overall feasibility and viability, including such issues as flight heritage, if it exists, robustness and reliability of the design, difficulty of implementing it and any positive or negative side effects it may have on other aspects of the mission (e.g. power consumption, operations).

3 - Cost Effectiveness: The cost effectiveness of the proposed instrumentation will add value based on its estimated overall scientific merit relative to its estimated overall costs. Costs can include those related to development, manufacture, testing, and operations.

4 - Innovative Technology: Use of innovative technology that serves to decrease overall costs, and increase science return and reliability will be valued. Where innovative technology is used in the concept, there should be a description of its current maturity level, and a discussion of advances necessary to bring the technology to flight readiness.

5 - Qualifications of Proposers: Qualifications of the proposer(s) based on scientific credentials and previous instrument development work that relate directly to the effort proposed will add value. The

proposers are expected to have a background that qualifies them to understand both the scientific impact of their concepts and the technical effort and resources needed to develop and utilize the concept.

The Government will evaluate offers in two general steps:

Step One -- An initial evaluation will be performed to determine if all required information has been provided and the offeror has made a reasonable attempt to present an acceptable offer. Offerors may be contacted only for clarification purposes during the initial evaluation. Offerors determined not to be acceptable shall be notified of their rejection and the reasons for their rejection, and excluded from further consideration.

Step Two -- All acceptable offers will be evaluated against the specifications/statement of work in the model contract attached to this solicitation and the value characteristics listed above. Based on this evaluation, the Government has the option, depending on the specific circumstances of the offers received, to utilize one of the following methods: (1) Make selection and award without discussions; or (2) after discussions with all finalists, afford each offeror an opportunity to revise its offer, and then make selection.

NOTE: The Government reserves the right to make multiple awards under this procurement.

9. REQUIRED INFORMATION TO BE PROVIDED BY OFFEROR

(As used herein, the term "offeror" shall be deemed to apply to the proposing entity and the associated team members from educational, scientific, non-profit institutions, and contractors.)

Offers should be organized into two sections: technical and business. The technical section should describe how the offering team will execute the SOW in light of Paragraphs 8 and 9A of this RFO. The business section should identify cost and references of relevant prior business per Paragraph 9B of this RFO. Only the minimum required information is needed to allow proper evaluation using the award and evaluation criteria set forth in Paragraph 8. Efforts should be made to keep offers as brief as possible, concentrating on substantive information essential for a proper evaluation. The technical section shall not exceed 15 pages (including diagrams, figures, tables, and resumes). Title pages, index matrices, plain tabs, and tables of contents are excluded from the page count. A page is defined as a printed face of an 8-1/2" x 11" sheet of paper; offers may be submitted on single- or double-sided sheets, but shall not exceed the page limitation. Each page must have 12 point or larger characters, approximately 15 characters per inch, and 1-inch margins. Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the Offeror. Offers shall include the offeror's email address and facsimile number.

A. Technical Section

All information submitted in the technical section shall be current as of the month this RFO was issued, and shall be specific and complete. The proposal shall clearly and fully demonstrate the offeror's capability and knowledge in regard to the technical requirements described in the RFO. To this end, the technical approach should be specific, detailed and complete enough to clearly and fully demonstrate that you understand the requirements and how you intend to comply with the statement of work. Stating that the offeror understands and will comply with technical requirements, or paraphrasing those requirements is not adequate. Phrases such as "standard procedures will be employed," or "well-known techniques will be used" are inadequate. Failure to respond may result in the offeror's proposal being removed from further consideration.

The technical section should address the following:

- 1) Astrophysical Rationale for the proposed instrumentation including:

- what observational capability is provided by the instrumentation;
- state the importance of the new observations to astronomy;
- justification for instrumentation physical parameters (e.g. detector format); and
- for instrumentation whose capabilities significantly extend beyond those of the reference design instruments, provide a compelling astrophysical justification for those extended capabilities.

2) Conceptual Design which includes:

- concept description;
- mass, power, volume, thermal, data rate characteristics;
- basic interfaces and compatibility with at least one of the proposed NGST architectures in reference 1 * (or information found on-line at <http://ngst.gsfc.nasa.gov/project>) or descriptions of the required modifications to those architectures;
- cost/benefit analysis; and
- consideration of growth and graceful descope issues.

3) Quantitative Evaluation including:

- the capabilities of the concept, and
- if applicable, a comparison of its performance to the design reference Integrated Science Instrument Module (cf. reference 1; figure 1.7 *).

4) Technology Development Plans including:

- highlights of enabling and new technologies;
- sensitivity of instrument performance to technological advances; and
- dependence of instrument designs on new technology and fallback solutions.

5) Value Characteristics and Experience.

- address other value characteristics not covered above, and
- demonstrate their relevant knowledge and experience of the proposing team.

*** Reference 1. The Next Generation Space Telescope - Visiting a Time when Galaxies were Young, ed. H.S. Stockman, Space Telescope Science Institute (STScI), June 1997.**
(<http://oposite.stsci.edu/ngdt/initial-study>)

B. Business Section

The purpose of the business section is to communicate a credible, verifiable cost plan for performing the SOW, identify references of relevant experience, outline agreements, and present other information as required.

The business section should contain the following:

1. Price Proposal Data

The Offeror shall provide separate firm fixed prices for the basic effort and for the option in the deliverable list of the model contract. The price for the basic effort and option shall include the price for the associated deliverables and documentation and be segregated at a level to support the payment of the milestones as set forth in clause 10 of the contract. Each portion of the effort (basic and option) will be supported by separate summary level cost charts (broken down to an element of cost level). Each element of cost shall be segregated to a level adequate to understand the composition of the estimate and the assumptions/methodology used in deriving the estimate. All pricing or estimating techniques shall be clearly explained in detail and shall support the offered costs in such a manner that review, computation, and verification can be accomplished. Offerors are required to submit total price on an SF1448, Proposal Cover Sheet (available upon request).

2. Relevant Experience and Past Performance

The offeror shall provide information on no more than three (3) relevant past contracts, listing contract number, contract value, agency name and point of contact (including address, telephone and fax numbers, and e-mail address, if available), what the contract was for, and status of the contract (current, terminated (if so, why), successfully completed). Offerors with no previous Government contracts shall so state. Also provide a list of any contracts terminated and the reason for such action.

3. Summary of Deviations/Exceptions

The offeror shall explain any exceptions (including deviations and conditional assumptions) to both technical and other requirements taken with respect to this RFO. Any exceptions must contain sufficient amplification and justification to permit evaluation.

C. Model Contract

The attached model contract should be reviewed and any questions or concerns regarding any clauses or provisions raised as soon as possible so that an acceptable signed contract can be returned with the proposal. The model contract contains a number of fill-ins that the offeror must complete prior to its return. Several fill-ins will be completed by the Government at the time of award. The following table is meant to be a guide in completing the contract.

Item	Offeror fill-in	NASA fill-in
1. Cover Page - contract number & effective date and item 9 signature block		X
2. Cover Page - item 8 signature block with contract value and contractor name and address	X	
3. Page 2 Accounting Data and Funding Amount		X
4. Clause 10 Deliverable Item Values	X	
5. Clause 11 Option Value	X(1)	
6. Clause 12 Firm Fixed Price Value	X (2)	

Footnote 1 - The value of the option should be at least half of the total proposed by the offeror.

Footnote 2 - The value appearing in clause 12 is for the basic effort only and does not include the option.

NOTE that the model contract contains clauses in Clause 18 for commercial organizations. Several of these are inappropriate for educational institutions. The following changes should be made to the list if the offeror is an educational institution. If you have any questions regarding these clauses or the potential

substitution of other clauses, please submit these questions formally in writing via letter or email prior to the cut-off for questions.

1. For clause 52.215-2 AUDIT AND RECORDS – NEGOTIATION (AUG 1996) add the phrase “ALT II (OCT 1995)
2. Add clause “52.227-11 PATENT RIGHTS – RETENTION BY THE CONTRACTOR (SHORT FORM) (JUN 1989) – as modified by NASA FAR Supplement 1852.227-11”
3. Delete clause “52.230 COST ACCOUNTING STANDARDS (APR 1996)” and substitute in lieu thereof clause “52.230-5 COST ACCOUNTING STANDARDS - EDUCATIONAL INSTITUTION (apr 1996)
4. Delete clause “52.232-17 INTEREST (JUN 1996)
5. Delete clause “ 52.249-2 TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED PRICE)(SEP 1996)” and substitute in lieu thereof clause “52.249-5 TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (EDUCATIONAL AND OTHER NONPROFIT INSTITUTIONS) (SEP 1996)
6. Delete the clause “52.249-9 DEFAULT (FIXED-PRICE RESEARCH AND DEVELOPMENT) (APR 1984)”

Note item 2 also applies to small business and non-profit institutions.

10. INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

A. SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (52.252-1) (JUN 1988)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available.

NOTICE: The following provisions are hereby incorporated by reference:

1. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

<u>Provision No.</u>	<u>Title</u>
52.211-14	Notice of Priority Rating for National Defense Use (Sep 1990) – Insert DO-C9.
52.214-34	Submission of Offers in the English Language (Apr 1991)
52.214-35	Submission of Offers in U.S. Currency (Apr 1991)
52.215-5	Solicitation Definitions (Jul 1987)
52.215-7	Unnecessarily Elaborate Proposals or Quotations (Apr 1984)
52.215-8	Amendments to Solicitations (Dec 1989)
52.215-9	Submission of Offers (Mar 1997)
52.215-10	Late Submissions, Modifications, and Withdrawals of Proposals (Jun 1997)
52.215-12	Restriction on Disclosure and Use of Data (Apr 1984)
52.215-13	Preparation of Offers (Apr 1984)
52.215-14	Explanations to Prospective Offerors (Apr 1984)
52.215-30	Facilities Capital Cost of Money (Sep 1987)
52.215-41	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data (Jan 1997) Alt IV (Oct 1995) -- Insert in Paragraph (b) Information is to be submitted on Standard Form 1448 and the Exhibits and Schedules described in Paragraph 9(B) of the RFO.
52.216-1	Type of Contract (Apr 1984) -- Insert Firm Fixed Price.
52.217-5	Evaluation of Options (Jul 1990)

- 52.233-2 Service of Protest (Aug 1996) -- Insert in paragraph (a) Contracting Officer address: Bid Room, Building 17, Room S142, Mail Code 213.2, Goddard Space Flight Center, Greenbelt, MD 20771
- 52.252-1 Solicitation Provisions Incorporated by Reference (Jun 1988)
- 52.252-5 Authorized Deviations in Provisions (Apr 1984) -- Insert "NASA/Federal Acquisition Regulation Supplement (48 CFR Chapter 18)" in blank.

2. NASA/FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

<u>Provision No.</u>	<u>Title</u>
1852.214-72	Full Quantities (Dec 1988)
1852.215-75	Expenses Related to Offeror Submissions (Dec 1988)
1852.215-84	Ombudsman (Oct 1996) -- The installation Ombudsman is A. V. Diaz at 301-286-5066.

B. FULL TEXT SOLICITATION PROVISIONS

1. CONTRACT AWARD (52.215-16) (OCT 1995)--ALTERNATE II (OCT 1995)

- (a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost or price and other factors, specified elsewhere in this solicitation, considered.
- (b) The Government may (1) reject any or all offers if such action is in the public interest, (2) accept other than the lowest offer, and (3) waive informalities and minor irregularities in offers received.
- (c) The Government intends to evaluate proposals and award a contract without discussions with offerors (except communications conducted for the purpose of minor clarification). Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary.
- (d) The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the offer.
- (e) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer, as provided in paragraph (d) above), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.
- (f) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.
- (g) The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. An offer is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the offer will result in the lowest overall cost to

the Government, even though it may be the low evaluated offer, or it is so unbalanced as to be tantamount to allowing an advance payment.

(h) The Government may disclose the following information in post-award debriefings to other offerors: (1) the overall evaluated cost or price and technical rating of the successful offeror; (2) the overall ranking of all offerors, when any ranking was developed by the agency during source selection; (3) a summary of the rationale for award; and (4) for acquisitions of commercial end items, the make and model of the item to be delivered by the successful offeror.

(End of provision)

2. PROTESTS TO NASA (1852.233-70) (MAR 1997)

Potential bidders or offerors may submit a protest under 48 CFR part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may submit the protest to the Deputy Associate Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Deputy Associate Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of provision)

3. REQUIRED FORMS

(a) The forms listed below shall be returned with the offer:

SF 1448 Contract Pricing Proposal Cover Sheet

(b) The forms listed below are required to be submitted in the performance of any contract awarded as a result of this solicitation. Forms are available in part 53 of the FAR or NASA FAR Supplement. An information copy of a form may be obtained from the responsible contracting office. See FAR 52.253-1 and 53.105(b) for information on the use of computer generated forms. See FAR 53.107(b) for information on obtaining multiple copies of forms.

SF 298	Report Documentation Page
SF 1034	Public Voucher for Purchases and Services Other Than Personal
SF 3881	Payment Information Form ACH Vendor Payment System
NASA Form 778	Contractor's Release

C. REPRESENTATIONS AND CERTIFICATIONS

The following Representations and Certifications must be made by the Offeror and must be filled-in as appropriate and returned with the offer. Complete Representations, Certifications, and Other Statements of Offerors will be required of the selected Offeror.

1. SMALL BUSINESS PROGRAM REPRESENTATIONS (52.219-1) (JAN 1997)

(a) (1) The standard industrial classification (SIC) code for this acquisition is 8731.

(2) The small business size standard is 500 employees.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations.

(1) The offeror represents and certifies as part of its offer that it [] is, [] is not a small business concern.

(2) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it [] is, [] is not a small disadvantaged business concern.

(3) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it [] is, [] is not a women-owned small business concern.

(c) Definitions.

“Joint venture,” for purposes of a small disadvantaged business (SDB) set-aside or price evaluation preference (as prescribed at 13 CFR 124.321), is a concern that is owned and controlled by one or more socially and economically disadvantaged individuals entering into a joint venture agreement with one or more business concerns and is considered to be affiliated for size purposes with such other concern(s). The combined annual receipts or employees of the concerns entering into the joint venture must meet the applicable size standard corresponding to the SIC code designated for the contract. The majority of the venture’s earnings must accrue directly to the socially and economically disadvantaged individuals in the SDB concern(s) in the joint venture. The percentage of the ownership involvement in a joint venture by disadvantaged individuals must be at least 51 percent.

“Small business concern,” as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

“Small disadvantaged business concern,” as used in this provision, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR Part 124.

“Women-owned small business concern,” as used in this provision, means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment;

and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

2. GSFC 52.215-98 OFFER ACCEPTANCE PERIOD (OCT 1988)

The Offeror shall insert a period of not less than 120 calendar days in block 6 of face page of this solicitation.

(End of provision)

D. PROPOSAL ASSEMBLY, PACKAGING, MARKING AND DELIVERY

1. Receiving Office

The designated receiving office for proposals is the Bid Room located at Goddard Space Flight Center, Greenbelt, Maryland, in Building 17, Room S-142. The Bid Room hours are 8:00 am to 4:30 pm, Monday through Friday, except Government Holidays.

Proposals must be received by 1:30 p.m. EDT time on October 17, 1997 .

Offerors must either deliver their proposal, modifications or withdrawals by U.S. Postal Service Mail or *hand deliver (includes the use of a commercial delivery service). Regardless of the delivery method chosen, the proposal must be closed and sealed as if for mailing.

*Note: Non-U.S. citizens that do not have a "green card" will not be given access to the Goddard Space Flight Center for the purpose of proposal delivery.

2. External Marking

Please note the additional marking requirements in (b) if a commercial delivery service is used.

(a) The required mailing address/external marking for proposals is as follows:

"NASA Goddard Space Flight Center
Greenbelt, Maryland 20771
Attention: Bid Room, Code 213.2
Building 17, Room S-142
RFO5-02948/352
PROPOSAL--DELIVER UNOPENED"

(b) If the proposal is to be delivered by a commercial delivery service such as United Parcel Service, Federal Express, DHL, Purolator, etc., place the following on the outside of the carrier's envelope or package cover:

"RFO5-02948/352
COMMERCIAL DELIVERY PERSONNEL: THIS PROPOSAL MUST BE HAND CARRIED DIRECTLY TO THE BID ROOM, BUILDING 17, ROOM S142 AND RECEIVED NO LATER THAN (SEE COVER PAGE) (MONTH/DAY/YEAR). THE BID ROOM IS OPEN FROM 8:00 AM TO 4:30 PM, MONDAY THROUGH FRIDAY, EXCEPT GOVERNMENT HOLIDAYS."

(c) Number of Copies and Assembly of Proposal

The offerors shall provide ten (10) copies of the proposal. The technical and business sections should be bound together. The offerors shall also provide 2 identical sets of IBM compatible floppy disks containing the technical and business sections in PDF format with instructions for their utilization. The offerors shall provide 5 separate copies of the model contract. Each copy shall be with an original signature on the cover by an official of the contractor authorized to bind the offeror.